



JOB DESCRIPTION

Position Title: **Senior Staff Assistant**

Working Title: **Senior Accounting Clerk**

Class Code: 5318

Non-Exempt

EEO Code: 06

Effective Date: 8/30/02

Major Function

Specialized accounting work in the processing and maintenance of accounting records and related reports.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Conducts pre-audits and post-audits by examining, analyzing, and verifying invoices, vouchers, accounts, records, funds, and account numbers.

Prepares purchase requisitions as requested by supervisory personnel. Prepares invoices for payment and maintains pertinent records.

Compiles, computes, and maintains departmental payroll, attendance, and other records as required.

Assists in departmental budget preparation as required.

Maintains financial records on funds received and funds disbursed. Posts and balances accounting entries. Reconciles financial statements as required.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of accounting principles and standard office practices and procedures.

Considerable ability to maintain accurate accounting records and produce accurate financial reports and statements.
Ability to follow oral and written instructions. Ability to organize work and complete assignments with minimal supervision.
Ability to operate a personal computer and associated software. Ability to type 35 correct words per minute.

High School Diploma and three (3) years experience in bookkeeping, or accounting.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.